



Municipalities building a  
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**AGENDA**  
**Joint Committee on Plan Structure and Design**  
**March 3, 2016 - 1:30 P.M.**  
**Rice Conference Room, Tompkins County Health Department**  
55 Brown Road, Ithaca, New York

1. Welcome
2. Approval of December 3, 2015 Minutes (1:35)
3. Chair's Report (1:40)
4. Board of Directors Report (1:45) Judy Drake
5. Executive Director Report (1:50) Don Barber
  - a. Newsletter
6. Highlights of Previous retreats (2:00) Barber & Locey
  - a. Building Benefit plans
  - b. Actuarial Value
7. Review quorum and proxy statements in bylaws (2:30) Van Wormer
8. Next Meeting Agenda (2:45)
9. Adjournment (2:50)

Next Meeting: April 7, 2016



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## MINUTES

**Greater Tompkins County Municipal Health Insurance Consortium  
Joint Committee on Plan Structure and Design  
December 3, 2015 – 1:30 p.m.  
Rice Conference Room, Health Department**

draft

***Present:***

***Municipal Representatives: 9 members***

Judy Drake, Town of Ithaca and Board of Directors Chair; Michael Murphy, Village of Dryden; Jennifer Case, Town of Dryden; Schelley Michell Nunn, City of Ithaca (arrived at 1:48 p.m.); Carissa Parlato, Town of Ulysses; Joan Mangione, Village of Cayuga Heights; Laura Shawley, Town of Danby; Amy Guererri, Tompkins County (arrived at 2:00 p.m.); Herb Masser, Town of Enfield

***Municipal Representative via Proxy: 3***

Betty Conger, Village of Groton (Proxy – Judy Drake); Mack Cook (Proxy – Laura Shawley); Genevieve Suits, Village of Homer (Proxy – Judy Drake)

***Union Representatives: 7 members***

Scott Weatherby, TC3 Staff Unit; Olivia Hersey, TC3 Professional Admin. Assoc. Unit; Doug Perine, Tompkins County White Collar President; Steve Wright, Tompkins County Blue Collar Unit; Jon Munson, Town of Ithaca Teamsters; Phil Vanwormer, City of Ithaca Admin. Unit; Tim Arnold, Town of Dryden Teamsters

***Union Representatives via Proxy: 7***

Jerry Wright, Village of Cayuga Heights Police (Proxy – Scott Weatherby); Tim Farrell, City of Ithaca DPW Unit (Proxy – Phil Vanwormer); James Bower, IUOE Local 158, District 832 Bolton Point (Proxy – Jon Munson); Jim Seeley, Town of Danby Highway (Proxy – Scott Weatherby); Teresa Viza – Tompkins County Public Library Staff Unit (Proxy – Jon Munson); Joe Call, City of Cortland CSEA (Proxy – Scott Weatherby); Larry Chase, TC3 Faculty Association (Proxy – Olivia Hersey)

***Others in attendance:***

Don Barber, Executive Director; Ted Schiele, Owing Your Own Health Committee; Sharon Dovi, Tompkins Cortland Community College, Beth Miller, Excellus; Ashley Masucci, ProAct

**Call to Order**

Mr. Weatherby, Chair, called the meeting to order at 1:34 p.m.

**Chair's Report**

Mr. Weatherby had no report.

**Approval of Minutes of September 4, October 1, and November 3, 2015**

It was MOVED by Ms. Hersey, seconded by Mrs. Shawley, and unanimously adopted by voice vote by members present, to approve the minutes of September 4, October 1, and November 3, 2015 as presented. MINUTES APPROVED.

**Report from the Chair of the Board of Directors**

Ms. Drake reported the Board met last month and re-elected the 2015 slate of officers to continue in 2016 and also approved various Consortium contracts. She also announced the Board is looking to fill a vacancy on the Audit and Finance Committee.

**Executive Director Report**

Mr. Barber reported work continues on the Consortium's Mission and Vision statement and invited any interested member of the Committee to attend the next meeting on December 7<sup>th</sup> at 11 a.m. Once a draft statement is ready it will be presented to the Board of Directors for adoption. He provided an update on municipalities joining the Consortium and said recent additions are the Towns of Virgil, Truxton, and Marathon; this brings the total number of municipal members up to 20. He reported on the Dependent Recertification process and said of the 1,208 Consortium contracts with dependents there were 57 dependents removed during the process. This represents 5% of dependents that were not eligible and the impact of those covered lives leaving is estimated at \$280,000 in claims based on the average person. There are still about 60 outstanding individual recertifications that he expects will be done soon.

Mr. Barber said this effort is saving the Consortium approximately a quarter of a million dollars each year which impacts employees by there being lower increases in premium. Mr. Perine asked if there are any plans to help educate employees about this and Mr. Barber said the Executive Committee has directed him to put together a newsletter. He will be working on this in 2016 in an attempt to do more outreach to members to help educate them of what the Consortium is doing for them.

**Election of Committee Chair**

Mr. Weatherby opened nominations for Chair of the Committee and nominated Phil Vanwormer. Mr. Munson nominated Jim Bower. Mr. Barber clarified that the candidate must be from labor and that all members are eligible to vote.

A vote by show of hands on the nominations resulted as follows:

Mr. Vanwormer: Ayes – 13 (Weatherby, Vanwomer, Perine, Hersey, Arnold, Wright, Case, Palato, Proxies – Wright, Chase, Seeley, Farrell, and Call).

Mr. Bower: Ayes – 11 (Murphy, Drake, Mangione, Shawley, Masser, Munson, Proxies – Conger, Cook Suits, Bower, and Viza).

Mr. Vanwormer was elected Chair.

Ms. Nunn arrived at this time.

Mr. Weatherby opened nominations for Vice Chair of the Committee. Ms. Drake nominated Mrs. Shawley. A vote by show of hands resulted as follows: Ayes – 25, Noes – 0. Mrs. Shawley was elected Vice Chair.

### **Election of 2<sup>nd</sup> Labor Representative to the Board of Directors**

As the 2<sup>nd</sup> labor seat on the Board of Directors will become vacant due to Mr. Vanwormer moving to the seat designated for the Chair of this Committee nominations were opened to fill the 2<sup>nd</sup> labor representative seat on the Board of Directors. Mr. Barber noted that only labor members were eligible to vote.

Mr. Vanwormer nominated Jim Bower to be the 2<sup>nd</sup> labor representative on the Board of Directors. A vote by show of hands of labor representatives resulted in Mr. Bower being unanimously selected to this seat.

### **2016 Work Plan and Meeting Schedule**

Mr. Barber asked for feedback on things the Committee should work on in 2016. The Consortium will have to look at metal level plans to see that they true up with actuarial values through the federal calculator. If they don't adjustments will need to be made to the co-pays, deductibles, and out-of-pocket maximums and a process will need to be followed that will include being brought to this Committee.

Following discussion and concern being expressed that it is unknown at this time what items may come forward to the committee during the year, it was felt that it would be easier to cancel a meeting rather than schedule a meeting if one was needed. It was MOVED by Mr. Murphy, seconded by Ms. Hersey, and unanimously adopted by voice vote by members present, to continue meeting in 2016 at 1:30 p.m. the first Thursday of each month at the Rice Conference Room at the Public Health Department beginning in March.

### **Next Meeting Agenda**

The discussion of retiree options and financial impact was withdrawn from the agenda.

At the next meeting there will be a review of the actuarial value and levers that can be adjusted.

### **Adjournment**

The meeting adjourned at 2:08 p.m.

Respectfully submitted by Michelle Pottorff, Administrative Clerk

# Joint Committee on Plan Structure and Design Bylaws

updated 4-3-2014

1. The Joint Committee will consist of one representative from each bargaining unit with enrollees covered by the Consortium plans and one representative from each of the participating municipalities.
2. The purpose of the Joint Committee will be to review all prospective Board actions in connection with the benefit structure and design of the plans offered by the Consortium in order to develop findings and shall make recommendations to the Board with regard to such actions.
3. The Joint Committee has the authority to: be involved in reviewing benefits; investigate creative program designs for optimal use of resources; receive (quarterly ) reports regarding use of benefits, UCR changes, and potential cost increases; compare benefits and costs about any carrier change; gather information about benefits, service levels, and related program costs.
4. The Joint Committee's findings and recommendations with respect to benefit structure and design issues are presented to the Consortium Board of Directors through the Committee Chair who is a Director.
5. All Joint Committee actions shall be by a majority vote of a quorum which is defined as one-third of the municipal membership and one-third of the union membership.
6. Members who are unable to attend meetings may submit a completed proxy form or e-mail the Consortium's Administrative Clerk prior to the meeting. If notifying by e-mail the member must provide the date of the meeting they will not be attending and the individual to whom they are designating as the proxy.
7. Each January the Joint Committee Chairperson will be elected by a majority of a duly convened quorum of the Joint Committee and must be a union representative on the Joint Committee. The Vice-Chairperson of the Committee will also be elected by the Joint Committee and must be a representative from one of the participating municipalities.
8. The Joint Committee Chairperson will serve as a voting Director on the Consortium Board of Directors, representing Labor. The Labor representatives, only, of the Joint Committee will elect from among the Labor representatives at-large voting Labor Member to the Board of the Consortium to represent Labor. If the number of participating municipalities in the Consortium increases to 17, the Labor representatives, only, of the Joint Committee will elect from among the Labor representatives a second at-large voting Labor Member to the Board of the Consortium to represent Labor.
9. If any point in the year, the Joint Committee Chairperson or Vice-Chairperson, or the at-large voting Labor Member to the Board of the Consortium resign, retire, or are otherwise are not eligible to continue, elections will be held at the next Joint Committee meeting to fill the vacant position.
10. Bargaining unit representatives will be the president of each bargaining unit or that persons' designee from the unit. Management representatives will be appointed by the respective elected leader of each participating municipality. (The term of appointments will vary according to the pleasure of the appointing authority).
11. The Joint Committee meetings will be scheduled at dates, times and locations agreed upon by consensus for future meetings. The meeting agenda will be made available 1 week prior to each meeting. There should be a good faith effort by management and labor for all to attend and participate.
12. Consortium's Administrative Clerk will be responsible for distributing agendas and handouts, scheduling meetings, taking notes, creating draft minutes and posting materials on the GTCMHIC website.
13. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Joint Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Joint Committee may adopt.